

Michigan E-Quote System Vendor Information and Instructions

Welcome to Michigan's E-Quote system. E-Quote is an Internet based system where suppliers may transact all their liquor product quotation business with the Michigan Liquor Control Commission. While the system is easy to use, these instructions are being issued for suppliers who may wish to have some guidance before logging onto the website or while using the site. It may be helpful to print the New Item checklist at the end of this document in order to obtain every piece of information necessary to quote a new item to the Michigan Liquor Commission before logging onto the system.

E-Quote has been designed as a series of screens. From the main screen, vendors select the type of transaction they would like to complete by clicking on a button for that transaction. Generally, one change or new item can be done per screen. Vendors can see and work with only their own products.

E-Quote is a paperless quotation filing system. Vendors will need to give the MLCC a web address to view product label images and pictures of Value Added Products. Web addresses cannot be general company sites. Web addresses must be of specific labels or Value Added Products. As an alternative, vendors may email images of labels and/or Value Added Products, or their label image will appear on the Federal COLA web page if they have filed electronically. See the New Item Checklist at the end of these instructions.

Before liquor vendors can begin using E-Quote, a program called Oracle JInitiator must be installed on the PC(s) that will be used to access E-Quote. This plug-in enables end users to run Oracle Developer Server applications directly within Netscape Navigator or Internet Explorer on the Windows 95/98/2000/XP and Windows NT4.0 platforms. Each new vendor will be mailed a CD-ROM with installation instructions. Alternatively, the plug-in is also available at the E-Quote website. The E-Quote website will sense that the plug-in is needed at the first visit and will request the user's approval to begin installation. It will then install itself.

E-Quote is located at www.michigan.gov/dleg, then click on the Liquor Control button in the left column. E-Quote is a hyperlink on the next page. Once at the website vendors will need the User Name, Password, and Database Identifier for their company. These are sent under separate cover via U.S. mail. If you need help on your password and/or user name, call Steve Cook at 517.322.1383 so a reminder can be mailed to you.

E-Quote is an interactive system. Once a quotation has been filed it can be viewed at the Correct Pending Items screen until processed. Items appearing in black have not been processed yet. Items appearing in red need to be corrected and resubmitted, or deleted by the vendor. Vendors may view any of their approved individual items at any time at the View Item screen. Vendors may also print a report of all of their items at any time at the Vendor Items Report screen. Vendors will receive email messages when any action has been taken by the Commission on their submitted transactions.

For many transactions in E-Quote, vendors cannot request another transaction until the first transaction is processed through to completion. A message will pop up on the screen if this is attempted and not allowed.

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Brand New Vendor

If you are a brand new vendor to the Liquor Control Commission, your Michigan Representative will first have to register with the MLCC's Manufacturers and Wholesalers unit. Call 517.322.1415 for information. Or obtain form LC-MW-843a, "Application for Vendor Representative License" from the MLCC website. You must also have an MLCC approved contract with your desired ADA. To access E-Quote you will need to request that a user name, password and database name be sent to you from the MLCC Financial Management Division at 517.322.1382. These will be mailed to you by regular U.S. mail. You will then either file "New Item" quotes if your items have never been sold in Michigan before, or you will use the "Vendor Change" screen to transfer items. See the information below at "New Item" or "Vendor Change" screen.

Screens in E-Quote – access from the E-Quote main menu

State of Michigan Internet Policies button

This is the first button on the left of the screen and explains the State's policies.

Vendor Items Report screen

The Vendor Items Report button will take the user to a screen where all active items of the vendor are shown in report format. This report can be printed. Vendors can get a report for their own products only. Current items and future approved changes are shown.

View Item screen

Vendors can view any of their individual active items on file at any time. Click on this button then key in the Michigan code number of the item you wish to view. Vendors can view only their own products. This screen gives all information on file including the last change to the item with the associated effective date. This screen also shows a pending Case Cost change if any.

New Item screen

See the New Item Checklist at the end of this guide, which may be printed for your use when quoting new items. Items that have been cancelled cannot be relisted for 6 full months.

Delete Item screen

Use E-Quote to delete an item. Know the Michigan assigned product code number you wish to delete and click on the "Delete Item" button on the vendor main screen. Key in the code number, then make sure it is the correct item when the record is displayed by the E-Quote system. Click submit.

Case Cost Change screen

Case cost changes are effective quarterly. The filing deadlines and effective dates show on the vendor main screen. E-Quote will also tell you the effective date of the change.

When filing price changes on products vendors should first consider whether they have any listing of that product with Value Added items attached. It is Commission policy that a Value Added package shall not be lower in price than the same spirit product without attached merchandise. If a case cost change is filed for a product which results in a lower case cost of that item with value added merchandise attached, the case cost change will be denied, and would have to be corrected and resubmitted. Any product codes of that product with Value

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Added merchandise would have to be submitted via E-Quote at the same time as the regular product to be at least the same price.

Proof Change screen

Select the Proof Change screen. If the proof change is greater than 10%, E-Quote will cancel the product code number of the old proof and assign a new product code to the new proof item. A message will pop up on the screen and tell you this. If the change in proof is 10% or less, the same product code number will be kept. If the change in proof is 10% or less, the change is automatically approved immediately. An email confirmation of the transaction will be sent. If a vendor tries to file a major Proof Change when a Price Change is pending, the price change transaction will be deleted, and would have to be resubmitted, after the major Proof Change has been approved.

Case Size Change screen

Non-standard case sizes are accepted by the Michigan Liquor Control Commission only for approved reasons. The acceptable reasons are located on a drop down menu in the Case Size Change screen, or you may refer to Bulletin 2962-17.

Case size changes result in a new product code number being assigned for the new case size. The old case size product code number is deleted from MLCC's system.

If a vendor tries to file a Case Size Change when a Price Change is pending the Price Change transaction will be deleted, and would have to be resubmitted after the Case Size Change has been approved.

Liquor Type Change screen

This screen should be used if an error has been made in the classification of the liquor. Liquor type must be chosen from the drop down screen.

(GTIN) UPC Change screen

GTIN is the new 14-digit version of the UPC code. In addition to the 12-digit North American UPC, E-Quote can take 8, 13, and 14 digit product codes from around the world. E-Quote will automatically convert any valid product code into a 14-digit GTIN (Global Trade Item Number.) Twelve digit UPC codes should be keyed in as such, and E-Quote will make the transformation, as the field is departed.

If the item has a second UPC (GTIN), and the first one is still valid, the second UPC (GTIN) should be keyed in to the second field that is available for this purpose.

Weight/Pallet Change screen

Keeping this information current helps your Authorized Distribution Agent manage your inventory more efficiently. This is cost-effective for everyone. It's quick and easy to make these changes in E-Quote.

Label Change screen

Label changes are effective monthly. The vendor simply enters their new TTB ID number for the new label and submits the change. MLCC staff will then be able to view the new label image on the TTB's COLA online website and either approve or deny the submission.

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ADA Change screen

ADA changes can only occur quarterly, at Quarterly Price List time. The filing deadlines and effective dates show on the vendor main screen. E-Quote will also tell you the effective date of the change, or you may refer to the MLCC Bulletin for filing deadlines and effective dates located below the E-Quote button before the log in screen.

Before this change can be made, the appropriate correspondence and contracts must be submitted to MLCC. Before this change can be approved in E-Quote the contract between the vendor and their new ADA must be submitted by the vendor to the MLCC Licensing Division, and be approved. Once vendors have submitted this transaction in E-Quote, no other transaction may be submitted on this item until the ADA Change transaction has been processed to completion.

Vendor Change screen

Before a Vendor Change can be done documentation from the transferring vendor, listing products to be transferred and a release of rights to those products must be supplied to the Michigan Liquor Control Commission. Call Cindy Schrader at 517.322.5882 for more information. The “new” vendor must also submit a letter stating that they have rights to sell the products to the State of Michigan. The new vendor’s Michigan representative must also register with the Commission’s Manufacturers and Wholesalers unit, if they have not previously done so.

The vendor to whom the products are going must file the Vendor Change quotations in E-Quote.

Vendor changes can occur only at the beginning of a new accounting month. Effective dates of transactions are given on the screen itself. The new vendor needs to make sure that quote changes are submitted for all affected products. Once a vendor has submitted this transaction, no other transaction may be submitted on these items until the Vendor Change transaction has been processed to completion.

Vendor and ADA Change screen

Vendor and ADA changes, together, can only occur quarterly, at Quarterly Price List time.

Before a Vendor Change can be approved in E-Quote, documentation from the transferring vendor, listing products to be transferred and a release of rights to those products must be supplied to the Michigan Liquor Control Commission. Call Cindy Schrader at 517.322.5882 for more information. The “new” vendor must also submit a signed letter stating that they have rights to sell the products to the State of Michigan. The new vendor’s Michigan representative must also register with the Commission’s Manufacturers and Wholesalers unit, if they have not previously done so.

Before an ADA Change can be approved, the appropriate correspondence and contracts must be submitted to MLCC. Before this change can be approved contracts between the “new” vendor and their ADA must be submitted by the vendor to the MLCC Licensing Division, and approved.

Once vendors have submitted this transaction, no other transaction may be submitted on this item until the Vendor and ADA Change transaction has been processed to completion. Vendors should try to time the sending of the documents with the E-Quote filing close together to prevent delays in approval.

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Correct Pending Items screen

Vendors may wish to visit this screen often. Once a quotation has been filed it can be viewed at the Correct Pending Items screen until processed. Items appearing in black have not been processed and/or approved yet. Items appearing in red need to be corrected, and the quote needs to be resubmitted. To make corrections, click on the Details button. On the next screen, click on the Discrepancy button at the top of the screen. The message with the correction needed will be displayed. This is the same error message that is emailed to the contact person indicated in the E-Quote system. Email messages from E-Quote go out en masse at 12:30 pm and 6:00 pm each weekday.

Corrections can be made and the item must be resubmitted at this screen. Quotes can also be deleted entirely at this screen.

Please do not leave old items in your pending file. If items have been rejected for correction and you do not wish to resubmit them, please delete the quote by clicking the Delete button at the bottom of the screen.

Update Contact Info Screen

Vendors who have never used the E-Quote system will be asked to provide a contact name, email and phone number on the first visit. These must be provided before being allowed to continue working in E-Quote. Contact information can be updated at any time, and should be updated as soon as possible after any change. The person indicated will receive all electronic notifications of product transactions, including approvals, disapprovals, and quotes rejected for correction. At this time messages from E-Quote go out at 12:30 pm and 6:00 pm each workday.

Exit button

Use this button to exit the E-Quote system.

After Transactions Have Been Filed

The contact person indicated will receive all electronic notifications of product transactions, including approvals, disapprovals, and quotes rejected for correction. At this time email messages from E-Quote go out at 12:30 pm and 6:00 pm each workday.

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New Item Checklist

This is a checklist of all of the information needed to complete a quote for a new item. It may be helpful to have all information before logging in. Incomplete quotations are not accepted.

- ☐ Brand Name. There is a 30-character limit. Abbreviate where necessary.
- ☐ ADA. Know who your Authorized Distribution Agent is.
- ☐ Know if the item is a Value Added Package. These are bottles packaged with another item. This other item could be a 50 ml sample, or other merchandise, subject to approval. It does not include gift-wrapping, bows, or gift boxes. Indicate Yes or No.
- ☐ Know if the package is plastic. Indicate Yes or No.
- ☐ Liquor Type. Select from the drop-down menu.
- ☐ Proof.
- ☐ GTIN or UPC code. E-Quote can handle 8, 12, 13 and 14 digit codes.
- ☐ Bottle size (50ml, 100, 200, 375, 750, 1000, or 1750).
- ☐ Case Weight.
- ☐ Cases per Pallet.
- ☐ Cases per Tier (layer).
- ☐ Bottles per Case. The standard number of bottles for that size will appear in the field. If the case is a non-standard pack size, check the box. Know the reason for the non-standard size. Refer to Bulletin # 2962-17 dated September 22, 1999 for acceptable reasons (available at the E-Quote website.) Then go back and fill in the correct number of bottles per case
- ☐ Multi-pack. Know if the item is a multi-pack, and how many bottles there are per multi-pack. A multipack is two or more of the same sized items packaged for sale as one unit.
- ☐ Case Cost. Your shelf price will be calculated and displayed for you on the quote screen after you depart the case cost field.
- ☐ Federal Certificate of Label Approval. (TTB ID.) This 14-digit number is from the Federal *Certificate of Label Approval* (COLA). It is in the upper left-hand corner of the Label Approval under the bar code. Click the Verify button to check your entry.
- ☐ Have a web site address of the specific product label images. If you give a general company website address your quotation will be rejected for correction. Click Verify to check your entry. If you have filed for your Federal COLA electronically, we will view the label image at that site. Alternatively, vendors may email a .jpg or .gif formatted image to mlccequote@michigan.gov
- ☐ For Value Added Packages only, have a specific web site address of the product image. If you give a general company website address your quotation will be rejected for correction. Click Verify to check your entry. Alternatively, vendors may email a .jpg or .gif image of the Value Added product to mlccequote@michigan.gov